

**BRA/EDIC EMPLOYMENT OPPORTUNITY****PLEASE POST!!****TITLE:** SPECIAL PROJECTS COORDINATOR for  
READBOSTON**EMPLOYMENT STATUS:** EDIC Employee**DEPT/DIV:** READBOSTON/JCS**JOB VACANCY POSTING NO.** 27-05**POSTING DATE:** 10/17/05**EXTERNAL DATE:** 10/28/05**POSITION FILLED****BY:****DATE:****NAME:**

**SUMMARY:** Under the direction of the Development Associate, JCS/ReadBoston, coordinate a variety of programs, campaigns and activities on behalf of ReadBoston. Serve as ReadBoston liaison to Boston Public Schools principals and teachers. Represent ReadBoston supporting fundraising, marketing and community activities. Draft design and create materials for programs; assist at special events. Design and edit quarterly newsletter; oversee ReadBostons cable TV show.

Oversee ReadBoston's Reading Is Fundamental program in the Boston Public Schools. Serve as the ReadBoston liaison to Boston Public School principals and teachers. Manage the budget, coordinate the book order; supervise the planning and management of three distribution events at each school. Responsible for year end reporting and program renewal documents

Initiative, develop and implement special literacy campaigns, such as spelling bees, poetry events, Earth Day celebrations, President Day celebration, and guest reader. Establish interactive relationships with community based organizations, especially those offering instructional programs to children outside of the school day.

Oversee ReadTV, ReadBoston's cable television show. Draft concept and weekly themes; manage guest readers and budget.

Write, edit, draft and design Bookworm, ReadBoston's quarterly newsletter to Boston Public Schools.

Draft, design and create newsletters, invitations, publicity posters, programs and other collateral materials for ReadBoston.

Design and develop supporting materials for ReadBoston's Celebrity Author's Series.

Coordinate the efforts of ReadBoston's book bank. Supervise application process. Oversee literacy workshops for selected sites.

Participate as a member of ReadBoston Advancement Team, supporting fundraising, marketing and community related activities.

Assist at special events.

Represent ReadBoston in the community, and in meetings, school councils, forums and other community related activities.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Bachelors degree plus 1-3 years of related experience. Excellent writing and oral presentation skills are necessary. Requires the ability to work with diverse audiences. Must have flexibility to work a schedule that includes some evening and weekend work.

**GRADE:** 16**HIRING RANGE:** \$38, 589.43 -\$ 46, 353.29

To apply: Submit resume to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: [hr.bra@ci.Boston.MA.US](mailto:hr.bra@ci.Boston.MA.US) Fax: 617-918-5458

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